

MOUNT PLEASANT AREA SCHOOL DISTRICT

**ADMINISTRATIVE/SUPERVISORY COMPENSATION PLAN
MEMORANDUM OF UNDERSTANDING
(ACT 93)**

July 1, 2012 – June 30, 2017

MOUNT PLEASANT AREA SCHOOL DISTRICT

ACT 93 Memorandum of Understanding

Act 93 employees shall receive all fringe benefits and leaves provided to any other professional collective bargaining employee of the District though not otherwise enumerated in this Memorandum of Understanding ("MOU"), including but not limited to hospitalization and major medical.

I. Insurance

A. Life Insurance

The District will provide a \$100,000 Life Insurance and Accidental Death and Dismemberment Insurance Policy without charge for all full-time administrative and supervisory personnel. Contingent upon the carrier's approval, Life Insurance and Accidental Death & Dismemberment insurance shall be available for purchase at the carrier group rate until age 65 at retirement by the retiree at the retiree's expense.

B. Hospitalization

The Mount Pleasant Area School District will purchase coverage in the Highmark Blue Cross/Blue Shield Preferred Provider Organization High Option Plan A, for the employee and eligible dependents. The employee is responsible to initiate coverages through the Business Office and to modify the coverages when necessary.

Employees covered by this MOU will be required to contribute the following monthly amount towards their insurance. This amount will be deducted pre tax once per month.

2012-2013	\$35
2013-2014	\$45
2014-2015	\$50
2015-2016	\$55
2016-2017	\$60

C. Dental

The Mount Pleasant Area School District provides full dental coverage for family or individuals as elected by the employee. Such coverage includes Blue Shield Basic Plan plus supplemental coverage. The Mount Pleasant Area School District agrees to provide the Orthodontic Family Rider at no cost to the employee.

MOUNT PLEASANT AREA SCHOOL DISTRICT
ACT 93 Memorandum of Understanding

D. Vision

The Board shall provide Premium coverage from the PSEA Health and Welfare Fund for family or individual as selected by the employee. Coverage is to be provided for the life of this MOU.

E. Waiver of Coverage

- i. Any employee who elects to forgo coverage under the aforesaid hospitalization plans, dental and vision plans shall be paid a lump sum payment of \$5,500.00 per year for each year of the MOU in which coverage is waived. The employee must provide proof of alternative valid coverage. Payment shall be pro-rated. Any employee who forgoes coverage shall be entitled to re-enroll under the aforesaid plans consistent with the carrier's re-enrollment policy and procedures.
- ii. The employee is responsible to initiate coverages through the Business Office and to modify the coverages when necessary.

F. Other Insurance

General liability, travel and accident insurance while on School District business will continue as per present coverage.

MOUNT PLEASANT AREA SCHOOL DISTRICT

ACT 93 Memorandum of Understanding

II. Leave

A. Sick Days

Each Act 93 employee shall be credited with ten (10) days sick leave allowance per school year. The allocation will be prorated based on the date of hire if a position is filled during the course of the school year. The unused portion of allowance shall accumulate from year to year without limitation.

B. Personal Days

Each Act 93 employee shall be credited with three (3) days personal leave allowance per school year. The allocation will be prorated based on the date of hire if a position is filled during the course of the school year. All personal days not used will accrue as sick leave.

Unused Personal Days from the 2012-2013 school year may be reimbursed at the end of the 2012-2013 school year at the rate of \$250 per day. The request for this reimbursement must be made in writing to the superintendent by June 30 of the fiscal year.

C. Bereavement

Each Act 93 employee shall be credited with bereavement leave as follows:

- Death of a member of the employee's immediate family to a maximum of three (3) days;
 - Death of an employee's near relative to a maximum of one (1) day (day of funeral);
 - Compensation for personal leave shall be in full for approved time off.
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MOUNT PLEASANT AREA SCHOOL DISTRICT

ACT 93 Memorandum of Understanding

III. Vacation

A. Vacation

Each Act 93 (twelve (12) month) employee shall be credited with four (4) weeks vacation per school year. The allocation will be prorated based on the date of hire if a position is filled during the course of the school year. The employee may request to the Superintendent to carryover a maximum of five (5) vacation days to the next school year. All carryover days must be used by August 15th of the following school year. Any remaining unused vacation days, up to and including ten (10) days may be converted to sick days.

B. Holidays

Each Act 93 (twelve (12) month) employee shall be entitled to holidays as per school calendar. It is understood that Act 93 employees will not be required to work during holidays of Christmas and Easter where the school buildings are closed. The Superintendent shall have the discretion to request that any Act 93 employee report to work at any time.

IV. Other Benefits

A. Retirement Benefits

1. Hospitalization

- a. The Board authorizes the Superintendent to analyze and evaluate this benefit annually and, if needed, to recommend appropriate modification. Upon retirement, with thirty (30) or more years of service in accordance with PSERS, the District will provide the full employee share of Highmark Blue Cross/Blue Shield Preferred Provider Organizational High Option (Plan A) coverage and supplements as existed immediately prior to the retirement and until Medicare eligibility.

MOUNT PLEASANT AREA SCHOOL DISTRICT
ACT 93 Memorandum of Understanding

2. Life Insurance
 - a. Act 93 retirees may continue to participate in the District's group life insurance plan at their own expense *contingent upon the carrier's approval*.

3. Severance pay
 - a. Each Act 93 Twelve (12) month employee who retires in accordance with the retirement policies of Public School Code Section 1122, and the policies of the Mount Pleasant Area School District, shall be paid an amount equal to sixty dollars (\$60) per day for each day of sick leave unused. The employee will have the option to receive payment through a mutually agreed upon carrier through an enhanced TSA plan.
 - b. In the event of death, the total disbursement of unused sick days shall be paid to the designated beneficiary in one lump sum as provided to any other professional collective bargaining employee of the District though not otherwise enumerated in this MOU.

4. Each Act 93 employee may exercise his/her right to retire by submitting a signed letter of resignation to the Superintendent no later than 4 months prior to the effective date of retirement to be eligible for the retirement benefits set forth by Act 93 MOU in Section IV-A. Health or personal reasons demanding a more immediate retirement decision will be considered by the board on an individual basis.

MOUNT PLEASANT AREA SCHOOL DISTRICT

ACT 93 Memorandum of Understanding

B. Course Reimbursement

1. Graduate Credit Reimbursement

- b. Each Act 93 employee will be entitled to a total of twelve (12) credits per year and up to a maximum of thirty-six (36) cumulative credits. The District will incur the cost of the first six (6) credits. The remaining six (6) credits will be paid at a rate of two hundred and eighty dollars (\$280.00) per credit. Approval from the Superintendent is necessary before expenses are incurred. The reimbursement is a one-time payment and is not be added to the salary. In the event that the Act 93 employee shall be obligated to repay a pro rata portion of such reimbursement via payroll deduction if he/she voluntarily leaves the employ of the District within three (3) years. If the amount of the repayment exceeds payroll, the Act 93 employee will be obligated to pay the District the remaining amount owed.

Example of payback:

- i. Following year 100%
- ii. Two (2) years 50%
- iii. Three (3) years 25%
- iv. Four (4) years – No payback

Individuals must receive a "B" or better in order to receive payment "P" and "S" courses must receive prior approval from Superintendent.

C. Professional Associations

The District shall pay membership dues for one (1) national and one (1) state professional organization or association for each member of the Act 93 group.

D. Professional Meetings

Each Act 93 employee shall be encouraged to select and attend at the discretion and advance approval of the Superintendent in accordance with budget provisions, pertinent local, state and regional or national professional conferences, conventions, in-service programs and meetings at District expense.

MOUNT PLEASANT AREA SCHOOL DISTRICT
ACT 93 Memorandum of Understanding

V. Salary Determination

Salaries will be set as per the attached table.

Starting salaries for new positions or vacancies will be determined by the Superintendent and the School Board.

VII. Required Meetings/Hearings/Evaluations

Act 93 employees may be required to appear before the Superintendent or his designee concerning any matter which could adversely affect the continuation that that employee in his office, position or employment, or the salary increments pertaining thereto.

Act 93 employees shall be given a copy of the evaluation report. A mutually agreeable conference date and time to discuss the evaluation will be scheduled as soon as possible.

